



THOUFEEK KHAN

Diligent Storekeeper with highly developed skills in inventory management, customer service and stockroom layouts. Track record of successfully investigating and resolving customer complaints and maintaining pre-determined stock levels. Focused on consistently offering friendly, engaging service to customers daily.

PERSONAL DETAILS

- Name**
Thoufeek Khan
- Address**
Al Nahda, Dubai,
- Phone number**
971588421780
- Email**
thoufeek.khan7@gmail.com
- Gender**
male
- Date Of Birth**
03/04/1998
- Nationality**
indian
- Marital Status**
Single

INTERESTS

- Travel
- Watching movies
- Drawing

LANGUAGES

- English ★★★★★
- Hindi ★★★
- Malayalam ★★★★★

WORK EXPERIENCE

- Aug, 2022 - Present Storekeeper**
Star Freight FZE, Dubai
 - Received product shipments and organized in stockroom storage area.
 - Documented shipping and receiving records to confirm receipt of orders.
 - Collect, process, and document all merchandise received and paid for, assisting with inventory activities as necessary Stocked storerooms.
 - Adjusted minimum and maximum par levels in automated inventory system.
 - Maintained customer satisfaction with quick and professional handling of product returns.
- Aug, 2021 - May, 2022 Junior Associate**
Guidehouse India Private LTD, Thiruvananthapuram
 - Maintained team efficiency by keeping all equipment in excellent condition.
 - Generated, distributed and filed copies of all billing paperwork.
 - Integrated logistics systems into company processes to improve operations and manage work orders and price changes.
- Jan, 2020 - Aug, 2021 Customer Service Representative**
ICICI BANK, Thiruvananthapuram
 - Handled customer inquiries and suggestions courteously and professionally.
 - Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
 - Answered constant flow of customer calls with minimal wait times.
 - Answered customer telephone calls promptly to avoid on-hold wait times.

EDUCATION AND QUALIFICATIONS

- Mar, 2016 - May, 2019 Bachelor's In Commerce**
Ms University

SKILL

- Documentation and Reporting. ★★★★★
- MS Excel ★★★★★
- Records Maintenance ★★★★★
- Organization Store ★★★★★

DECLARATION

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.